

Instruction for Social Security Number Application (SSN)

The application for a social security number can either be one of the following

- DS-2029/SS-5 (combined form with the Consular Report of Birth)
- SS-5

Note: *Do not use the DS-2029/SS-5 as application for a replacement card or if the child is age 5 or older. In these situations, use the regular SS-5 form. All applicants must appear in person at the Embassy.*

WHO MAYBE ASSIGNED A SOCIAL SECURITY NUMBER (SSN) OUTSIDE THE UNITED STATES?

The following maybe assigned a SSN:

- U.S. citizens (U.S. or foreign born)
- Lawfully admitted aliens authorized to work ("Green Card" holders)
- Aliens who will be entitled to benefits (in whole or in part) or services from the Federal, State, or local government

Note: *If applicant is other than the above, he/she must apply for a SSN when he/she enters the United States.*

A Social Security number is no longer issued/assigned for the following purposes:

- In order to claimed as a dependent or joint tax filer or for exemption as a spouse for filing U.S. income tax return;
- To register or apply for admission to a U.S. school;
- To take board/licensure examination in the U.S.;
- To apply for a driver's license in the U.S.
- To conduct business with a U.S. bank or financial institution.

WHAT PROOFS TO SUBMIT?

A. Original Card (First-Time Applicant)

- Proof of age - public or religious record before age 5 is preferred.
 - Proof of Identity - preferably with photo and signature, i.e. passport or driver's license.
 - Proof of U.S. Citizenship - U. S. birth certificate, Consular Report of Birth Abroad or U.S. Passport or Certificate of Naturalization.
- OR**
- Proof of Resident Alien Status - Resident Alien/Green Card (I-551) or the temporary I-551 stamped on the passport.

Note: *If item 18 of the DS-2029/SS-5 is properly completed and a foreign birth certificate for the child is submitted that will constitute proof of identity and citizenship for the child.*

Additional Requirements (if applicable):

- Mandatory face-to-face interview – for all first time applicants 12 years old and above. If someone is applying in behalf of a child, both must appear for the interview.
- Statement of late filing – for U.S. born, 1st time applicant, 12 years old and above. Use the form (Create a link to [Statement of Late Filing and 1st Time SSN Application](#))
- Proof of late filing – for U.S. born, 1st time applicant, 12 years old and above. For example, if applicant alleged that he/she left the United States while still a minor to reside in a foreign country, he/she may submit a passport, school or employment records to substantiate the allegation. NOTE: Documentation need not be for all years that applicant alleges residency outside of the United States. One document may be sufficient as long as it is convincing.
- Proof of identity - for the parent or other person applying in behalf of the child.
- Award Letter/Notice of Entitlement – if applicant will be entitled to benefits or services from a Federal, State or local government. The award letter/notice of entitlement must be written in the original letterhead of the agency that will pay the benefits or render the required services.
- Consent to Verify Birth Record – is required for applicants for an original SSN or for date of birth correction who were born either in the States of Maryland or Virginia.

Note: U.S. born age 1 and over will have their birth record verified at source. Verification of birth records in the United States may take 3 to 12 weeks or more.

- Signed statement to questions in relation with possible previous SSN issuance. Note: Minor can answer and sign the statement, however, if the minor cannot respond to the questions, the parent or whoever applies for that minor child can answer and sign it.

B. Replacement Card (the same number will be issued)

- Proof of Identity; and
- If the applicant is a foreign-born, proof of U.S. citizenship or resident alien status

C. Update/Correction of Information in the SSN Record

If applicant requests a change or correction of information on a prior SSN record (NUMIDENT), he/she must submit proof of identity, U.S. citizenship (if foreign born) or lawful permanent resident status, and evidence in support of the change or correction, as follows:

1. Date of birth correction – Public or religious record showing correct date of birth
2. Name Correction/Change - Marriage Certificate or court order regarding change in name which shows both the old and new name **OR** at least 2 documents that shows both the old and the new name, e.g., driver's license with the old name and health insurance card with the new name.
3. Sex Change - Clinic or medical records or other combination of documents showing the sex change (or any medical record showing sex change surgery has been started) that identifies the number holder.

REMINDERS

FORM SS-5FS

- Item 1 If the applicant has other name(s) used, show all of the names that he/she has used in his lifetime.
- Item 2 If the address is APO or FPO, include the name of the person who actually owns the APO/FPO address.
- Item 3 This item is **MANDATORY**. This means that this must always be answered.
Item 6 The date shown must be in MMDDYYCC format.
- Item 7 Show here the CITY and the STATE or FOREIGN COUNTRY of birth. It is not necessary to indicate the hospital's name on this block.
- Item 8 Indicate here the mother's maiden name and **NOT** the married name. If the mother has a SSN, she should show the name she used when she applied for the SSN.
- Item 9 Show the father's name here and the name must match the one that he used when he applied for the SSN.
- Item 13 If applicant is requesting a date of birth correction, indicate here the previous date of birth reported to SSA.

Evidence Submitted Block – Indicate here documents submitted with the SSN application including the serial, license, or register number of the document, source and issuance date.

FORM DS-2029/SS-5

- Item 1: Show the child's full name as it is to appear on the SSN Card
- Item 2: Date of Birth should be shown in MMDDCCYY format
- Item 5: Show the City or State and Country
- Item 7: Father's full name – show the father's full first, middle and last name
Mother's full name at birth – show the mother's full first name, middle, and maiden name (not the married name)

Note: If the father or mother has a SSN, the name to be shown on this item must be the same as the name established on his/her Social Security record.

- Item 8: If the father or mother has a SSN, indicate the SSN here. If the parent does not have the SSN, leave blank. If the parent does not know his/her SSN, post should obtain identifying information about the parent (i.e. name, date and place of birth, mother's full maiden name and father's full name). This should be included on a separate sheet of paper and attached to the child's application.
- Item 9: Must always be answered "**NO.**" Do not leave this item blank.
- Item 10: If the child's name is different from the name to be shown on the card (Item 1), indicate here the child's full name at birth.
- Item 11: Show here the address where the SSN card should be mailed.

- Item 13: Indicate the name of the person who is completing the form in behalf of the child.
- Item 14: If the parent is completing the application, he/she must sign his/her name and not the child's name.
- Item 18: DO NOT WRITE IN THIS BLOCK (FOR OFFICIAL USE ONLY)